

COVID-19 Educational Settings Risk Assessment

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The health, safety and well-being of all staff and pupils is of utmost importance to us. This risk assessment template has been provided to support educational settings to ensure they are acting in line with the COVID-19 – Compliance code for all educational settings

Please note: all COVID-19 guidance is available through HR InfoSpace and Norfolk Schools

The risk assessment should be reviewed prior to any stage of extension of operation e.g. increasing pupil numbers, extending curriculum activities, opening up facilities or planning events.

For ease of reference, changes that are made to this document are detailed below:

Date of change	Section, Page and Change
12-05-2020	Whole revised document please read.
18-05-2020	Small updates throughout
26-05-2020	relate to early years providers and high school cohorts
02-06-2020	Changes made are shaded grey and in italic font – Minor additions
18-06-2020	Changes made are shaded grey
01-07-2020	Changes made are shaded grey
13-07-2020	Updated for September Term – new requirements are highlighted in yellow
17-07-2020	Clarification amendments following feedback
24-07-2020	Reference to swimming pools risk assessment
07-08-2020	Minor updates to wording
21-08-2020	COVID-19 Secure contractor arrangements updated Music and Drama New links to CLEAPSS guidance Supervised toothbrushing programmes New information for spaces without direct outside air
27-09-2020	Changes made are shaded in grey text: Page 4 – contactors are aware of schools expectations in advance of making a site visit Page 5 – peripatetic teachers and invigilators added to staffing arrangements Page 7 – Additional information for where resources are taken home. Page 10 – reference to updated COVID-19 Cleaning and Disinfection supplementary checklist Page 11 – Updated Music, dance and drama Page 13 – Updated Physical Activity



	<p>Page 17 – Updated Extra curricular provision to include wraparound care and Autumn Exams Checklist completed</p> <p>Page 20 – Updated Public and School transport.</p> <p>Page 20 – Visitor section updated to including familiarisation and parents evenings</p> <p>Page 28 – Hand hygiene update to confirm that where hand washing is carried out, running water must be used.</p> <p>Page 32 – Parent communications updated regarding external wraparound care and extra curricular providers where necessary.</p> <p>Page 37 – First aid section updated.</p>
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Setting/Premises:	Bure Valley School		
Location:	Hungate Street, Aylsham, NR11 6JZ		
Assessment Date:	15.10.20	Review Date:	Ongoing
Assessment completed by:	Senior Leadership Team: J Olney, H Howard, H Pope		

Please describe how you have met with the required control measures in the “Notes and Further Information” column

Management Planning

Senior Management Team

Item	Control measures	Yes/no/not applicable	Notes and further information	Date required and completed
Senior Management Team responsibilities and ensuring compliance	<p>The Senior management team have reviewed the operation of the setting in the light of welcoming all children and young people back during the pandemic and have made alterations so that:</p> <ul style="list-style-type: none"> • The number of contacts that pupils and staff have during the school day are minimised • The distance between people in the setting is maximised as much as possible, • Implementation of robust universal hygiene measures is supported through the provision of hygiene stations, reducing contact points and touch surfaces and supporting effective hand drying • Enhanced cleaning arrangements are in place • There is a plan in place to manage the first day back to reduce the risk of groups gathering together 	Y	<p>Senior leadership team (SLT) have taken responsibility for ensuring the school is compliant and alterations have been made to enable staff and children to return to work/school in year group bubbles:</p> <ul style="list-style-type: none"> • Staff & pupil interaction limited • Universal hygiene measures in place and supplemented by cleaning regime and hand sanitiser stations throughout school 	



	<ul style="list-style-type: none"> The whole setting community are engaged with and support the national effort to reduce the spread of the virus <p>This assessment has been carried out in conjunction with staff and staff representatives (and pupils where appropriate).</p>		<ul style="list-style-type: none"> Staggered school day with 10 minute registration window/collection Y3 8.30 – 2.45, Y4 8.40 – 2.55, Y5 8.50 – 3.05 and Y6 9.00 – 3.15 No parents or carers on site (unless by prior arrangement) School to encourage 1 adult per child/family Clear floor markings and signage in place to support social distancing Single entry point onto BVS site (Hungate Street entry gate) Staggered end of day arrangements: SLT will supervise drop off and collection Parents and carers to be kept apart in year group bubbles. Markings to help keep adults socially distanced Class teachers to release pupils to parents and carers Parents and carers to exit site as quickly as possible Pupils awaiting taxi collection to wait in office 	
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			<p>foyer area. Taxi to school car park</p> <ul style="list-style-type: none"> Children walking to and from school alone will be released separately at the same time as their peers but in a staggered fashion to support distancing. 	
	All normal operational premises management requirements have been implemented including fire, asbestos and legionella	Y	Yes.	
	HSW information provided on Infospace or Norfolk School is followed and communicated	Y	Yes.	
	Arrangements have been put in place to undertake a regular review of the assessment taking feedback, suggestions, concerns and updates to NCC guidance into account.	Y	Staff teams encouraged to feedback at the end of each week, as part of an ongoing review and adjustment process. SLT and ALF SLT discussions ongoing. Covid compliance a continued SLT/governance agenda item.	Ongoing review.
	Staff information, instruction and training arrangements have been put in place in preparation for welcoming back all staff and pupils.	Y	Staff issued with clear guidance. Virtual/face to face meetings took place with all staff before reopening in September. If/when face to face meetings occur in school group will be kept to a minimum and social distancing will be maintained.	
	Senior colleagues will be present at the site and especially during the early part of return in September in order to provide additional support and reassurance and to pick up on any issues and review arrangements.	Y	At least one member of SLT will be on site from 7.30 am to 5.15 pm each day in order to provide support to colleagues and to	



			ensure any issues that might arise can be addressed.	
	COVID-19 Case Management Guidance is implemented.	Y	SLT and senior staff are aware of Norfolk Covid Case Management Guidance. Guidance has been shared with wider school community.	
	COVID-19 Cleaning and Disinfection supplementary information for Educational Settings is complete	Y	Yes.	
	COVID-19 Autumn Exams Checklist is complete	N	N/A – Junior/Primary setting.	
	COVID Secure Commitments is signed and displayed	Y	Covid Secure Commitment signed by Exec Head, Chair of Gobs and HoS and on display.	
Contractor activities	Contractors who provide services on school premises have confirmed they are COVID-19 secure	Y	Yes.	
	Contractors are aware of the schools expectations and arrangements are in place to discuss their activities in advance of making a site visit.	Y	Yes. Contractors aware of school expectation and guidance either before or on arrival.	
Governor engagement	Governors are involved and supporting the setting to ensure that required actions are completed and have signed off the risk assessment process as part of their role.	Y	Regular steering group meetings with governor colleagues to share thinking, information and actions. All relevant docs shared on Gov Hub. Regular LA Governor/Trustee Updates shared. Governors fully supportive; and offer advice/suggestions to support. Governors ratify risk assessment(s).	
Safeguarding	The introduction of new arrangements have been reviewed by the Senior Management Team ensure that they do not impact on safeguarding requirements in the setting (see additional checklist on Norfolk Schools).	Y	Policy amended to include C-19 addendum.	



			<p>New policy distributed to staff. New GSWP document issued to staff.</p> <p>All staff working within year group bubbles and are well placed to address/raise safeguarding concerns with Designated Safeguarding Leads (DSLs). Annual safeguarding training will take place in September before reopening.</p> <p>Regular systems remain in place. DSLs/pastoral team to continue to support vulnerable pupils/families. Regular safeguarding governor challenge/review.</p> <p>All plans/actions shared and discussed with SF(Pastoral Leader) and Di Scott (DSL Governor).</p>	
Supply chain	<p>Business management teams will ensure that arrangements are in place to ensure:</p> <ul style="list-style-type: none"> • continuity of essential supplies, for example, cleaning and disinfection products, liquid soap, paper towels (where used), hand sanitiser, tissues and PPE that is specified in PPE guidance. • that equipment purchased is fit for purpose e.g. meets with required standards 	Y	<p>ALF Site team will ensure cleaning material, hygiene and PPE products are kept well stocked. Additional hand sanitisers have been sourced. Handwashing stations available within each year group bubble. All relevant DfE and LA guidance reviewed. ALF Business and Premises team to ensure the correct PPE and other essential supplies are in stock and available to staff and pupils.</p>	



			Purchases from reputable suppliers only. Bulk buying where possible to ensure sufficient stock for medium term. SLT/Office staff to ensure supplies are continually available.	
Premises adaptations	Small adaptations identified through risk assessment such as installation of wireless fire door retainers which keep fire doors open in order to improve ventilation and close on fire alarm activation, efficient hand driers to ensure thorough hand drying have been authorised and actioned.	Y	Fire doors are able to be kept open in order to improve ventilation. Door wedges to keep most internal doors open during school day. Regular refilling of paper towels, soap and hand sanitiser as part of daily premises check.	

Staffing arrangements

Staffing levels	Temporary staff, peripatetic teachers, invigilators, external specialist support staff and specialist coaches are welcomed back to the setting and where possible their work is arranged so that: <ul style="list-style-type: none"> • Short duration, ad hoc and working at more than one setting is avoided • They are assigned to consistent groups in the same way as permanent staff are to limit the number of children they interact with (coaching timetables have been rearranged to longer rotas than normal where necessary) • A space of 48 hours between site visits is applied • Longer assignments with supply teachers are agreed 	Y	If needed, supply teachers will be employed for longer term cover rather than ad hoc cover. Peripatetic teachers will be offer one to one or small group music lessons, but only where small group consist of pupils from within the same year group bubble. One to one lessons will be sequenced so that children within the same year group follow one another and the relevant area is cleaned before a pupil from the next bubble attends their lesson. All peripatetic staff will be timetabled to allow the use of the larger music studio. Where	
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			<p>possible, lessons take place outside. No whole school singing assemblies, but music team can create virtual assemblies for classes to access. Y3 drumming sessions can occur as usual. However children must be sat side by side (in same classroom order). Any shared drums need to be wiped down in between use if they are to be shared. Drums should be taught outside where possible. Block orchestra lessons: Brazil/Japan AT1 India/Mexico AT2 Brazil/Japan SPR1 India/Mexico SPR2. Hall – DS Studio – HS Classroom – PT Transition will be closely supervised by senior leaders.</p>	
	<p>Teaching staff breaks are organised in a way that avoids staff covering from a different group</p>	<p>Y</p>	<p>All support staff within year group bubbles are to supervise their own bubbles break. SLT and pastoral lead will supplement playground supervision at break time and lunch time. No TA (who is covering teaching duties) will be expected to supervise breaks. In this instance where the member of teaching (being</p>	



			covered) is in school they should supervise their year group bubble. No staff to cover breaks for different year group bubbles except for SLT, pastoral and HLTAs. All lunchtime staff are from within their own year group bubble or MSA's who are assigned to a year group bubble.	
	Consistent working arrangements are applied to ITT trainees.	N	N/A this term.	
	Where teachers and other staff need to operate across different classes and year groups in order to facilitate the delivery of the school timetable, they are assigned consistently in line with wider principles of bubbles as much as possible.	Y	Staff who need to operate across different classes and year group bubbles such as: SLT, pastoral and HLTAs will do so in order to facilitate appropriate support, delivery of the wider curriculum and to provide PPA cover. Listed staff are aware of mitigating actions they must take to keep themselves and others as safe as possible, and to reduce the possible spread of the virus from one bubble to another. These adults must maintain good social distancing at all times from pupils and colleagues and must maintain good hand hygiene.	
	Wherever bubbles are compromised as a result of timetable, curriculum or other delivery needs the setting ensures scrupulous compliance with all of the required infection control measures	Y	School/staff aware that staff crossing bubbles could transmit the virus from one bubble to another. Relevant staff (see	



			above) are aware that they must adhere scrupulously to guidance given.	
	Where volunteers are used the same staff principles are applied.	Y	<p>If a volunteer falls in a vulnerable category they will be asked to not attend school in a voluntary capacity.</p> <p>We will continue to assess the situation and will communicate with volunteers if we feel it is safe for them to return.</p> <p>Volunteers who do not fall into a vulnerable category and who want to continue their voluntary work at the school will be given clear guidance and must demonstrate that they understand our procedures and protocols before they are allowed to resume their voluntary role.</p> <p>A C-19 info leaflet shared with all new visitors/volunteers.</p> <p>Volunteers will be limited to working with only one year group bubble at a time. We would require a gap of 72 hours before we would allow a volunteer to work with any other year group bubble.</p>	
Premises and cleaning staff	The principles of distancing and hygiene are in place for normal premises management activities.	Y	Yes.	
	Activities are scheduled to avoid times where pupils and staff are using the same areas.	Y	Yes.	



	<p>Staff who carry out cleaning and disinfection have the appropriate equipment required for the task.</p>	Y	<p>All year group bubbles to have their own cleaning/disinfection kit. Teams have access to appropriate cleaning materials to carry out their role effectively. All site/cleaning team members will have access to adequate PPE should it be needed (for example cleaning the area where a symptomatic person has been – this should include: masks, gloves, and aprons. All PPE, tissues, cleaning waste will need to go into lidded bin and be double bagged if it contains items that have been contact with an individual who is symptomatic or an area in which the symptomatic individual has been. These bag must be stored for 72 hours before being disposed of. Lidded bins provided for each class.</p>	
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Minimise contact maintain social distance and activity risk reduction

Pupil and staff grouping – main groups and extended groups

<p>Developing groups</p>	<p>Main groups (staff and pupils) have been developed that are the smallest practicable whilst enabling all pupils to return and a full curriculum to be taught, consideration has been given to the following where possible:</p> <ul style="list-style-type: none"> • Groups are kept static 	Y	<p>We have decided to group our pupils into year group bubbles. We are aware that these are not the smallest practicable groups, but year group bubbles make the organisation of school logistically</p>	
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	<ul style="list-style-type: none"> Extended groups are only created to accommodate specified activities such as transport, wraparound care, specific curriculum or teaching requirements. Contact within groups is minimised through measures outlined in this assessment. Pupils will stay in their class/group throughout the day, or on subsequent days 		<p>easier. Year group bubbles also enable us to teach a full curriculum.</p> <p>Consistent staff will operate within year group bubbles.</p> <p>Where possible, no extended groups will be formed, apart from extended groups such as our Tea Club provision (to begin after half term).</p> <p>To mitigate risks this extended group will be split into year group bubbles by splitting the school hall into four year group bubble zones.</p> <p>Statutory transport will be provided by LA. Where it is, it is likely that extended groups will be formed. Therefore, taxi companies/providers need to ensure they apply their own infection control measures in line with our school's approach.</p>	
	Any extended groups created remain as small and consistent as possible	Y	Yes – see above.	
	<p>Where possible the number of children to staff ratio is reduced further to assist with social distancing and wider safety measures relating to specific circumstances as outlined in the compliance code including:</p> <ul style="list-style-type: none"> some secondary curriculum practical activities some music activities With very young children Because of health conditions or understanding of the children 	Y	The DfE have stated that social distancing is very difficult for young children. For us to maximise learning experiences and provide a full curriculum offer we recognise that social distancing will be challenging for pupils and staff.	



			What will be maintained, as far as possible, is distancing between the children and the adult in the classroom. Where distancing is difficult, we will work with colleagues to share strategies for safer teaching techniques and will look to offer additional measures such as face screens (if this is practicable).	
Staffing within groups	Staff are paired consistently for two person activities e.g. supervision, teaching, personal care.	Y	Every year group will be made up of consistent teachers, teaching and classroom assistants. For any child in need of personal care and Care Plan will be in place (currently we have no pupils requiring a care plan).	
	The same teachers and other staff are assigned to each class group, and where possible for the same day and subsequent days.	Y	Yes. The only movement between bubbles will be by specialist HLTAs delivering PPA cover or by SLT or pastoral staff entering the bubble to provide additional support.	
Contact records	Contact records of groups and individuals including visitors are maintained in line with Case Management Guidance.	Y	The school office will know which children are in which bubble and which staff are assigned to which year group bubble. Seating plans saved centrally for SLT/admin staff to access in the event of a positive case in school. A timetable of additional staff members and their contacts will be created for track and trace purposes. As will a record of all	



			visitors and who they have had contact with in school Records will be kept confidentially for 21 days.	
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Other general measures

	The use of outdoor spaces has been maximised	Y	Yes. Staff constantly adapting plans to maximise use of outdoor spaces across the curriculum. This includes staggered drop off, collection, break and lunchtime. Playground zoned to keep year group bubbles separate at social times.	
	Unavoidable queues are managed this includes through the provision of distancing markings where queues are likely	Y	Year groups have been allocated a staggered window for drop off and collection reducing the need for large queues at the start and end of day. Lunches organised so that only pupils having a hot lunch eat in the school hall.	
	Gatherings involving more than one group is avoided e.g. assemblies,	y	Any gatherings larger than a year group bubble will be avoided at all times. All assemblies will be pre-recorded and shared with classes online or conducted live to each bubbles classroom. Singing assemblies will be recorded and pupils will be able to access them independently at home via Google Classroom.	



			All collective worship, subject leader and class assemblies if/when timetabled will be shared remotely. Parents/carers will not be invited into school for events. Whole school family learning events will not follow the traditional format.	
	Activities involving invited audiences do not take place	Y	No sharing assemblies or Christmas service currently planned. Future events with audiences will be considered as and when guidance changes.	
	An assessment has been made of all close contact within 2 m interactions and these have been reduced where it is possible.	Y	Staff will work to reduced (where possible) any close contact with pupils and with colleagues. Where distancing is less likely staff need to assess the benefits before planning, delivering activity.	
	A plan is in place for the management of toilets and hand washing facilities including the number of children safely able to use the facilities at any one time and, where possible mixing of groups while using these facilities is avoided.	Y	A plan is in place for the management and monitoring of toilets and handwashing. Each class bubble to use their own toilet/sink. Number of children allowed to use the toilet at any one time monitored closely.	
	Activities that encourage or cause people to raise their voices will not take place. Pupils are advised of these requirements while on the premises.	Y	Children will be encouraged to not raise their voices inside school and to use quiet classroom voices at all times.	



			<p>No singing assemblies or choir during for foreseeable future. Singing opportunities to be provided remotely via Google Classroom for pupils to access from home.</p> <p>Teachers will not plan for activities that require pupils to raise their voices in school. I.e. drama or chanting.</p>	
	<p>The number of books and other resources taken home by pupils and staff is limited as far as is possible.</p>	<p>Y</p>	<p>Teachers are encouraged to mark books at school and to make best use of other forms of feedback in addition to written marking as per our marking and feedback policy.</p> <p>Teachers marking children's books should clean their hands and the work area surface before and after marking.</p> <p>Pupils should not swap books to peer critique.</p> <p>Pupils can self -mark and teachers can make use of visualisers to do an in-depth critique with pupils.</p> <p>Pupils should only bring to school: lunch box, water bottle, reading book, planner and instrument if they have a lesson that day. All stationery will be provided.</p> <p>On the days pupils have PE they are to come to school in their kit. Which should be formal school PE</p>	



			kit. With plain joggers, school sweatshirt and trainers.	
	Where resources are taken home hand hygiene, quarantining and cleaning measures are in place	Y	Yes. Where resources are taken between home and school, and school and home hand hygiene and cleaning measures need to be adhered to. Where possible, items brought into school from home will be quarantined for 72 hours.	
	Resources such as pens and pencils are not shared between pupils, other resources such as books are issued on a rotational basis.	Y	All pupils given their own stationery/equipment. The sharing of resources is limited to teaching manipulatives etc.	
	<p>Movement around the school is kept to a minimum as follows:</p> <ul style="list-style-type: none"> • Movement of whole classes is avoided where pupils can stay in the same room and staff can move to different classes instead. The rooms used have been selected to enable this. • Class times have been staggered to prevent large numbers moving around the premises at the same time where it cannot be avoided (for example, for PE, outside breaks) <p>Where large numbers of pupils need to move around the setting the following have been implemented where possible:</p> <ul style="list-style-type: none"> • Staggered times for using stairs and corridors • Utilisation of alternative external routes • One-way systems introduced • Supervision of movements around settings • Central dividers placed in the middle of wide corridors to keep groups apart 	Y	<p>Movement around school will be closely monitored and kept to a minimum. Occasion where pupils will need to leave their class other than for PE will be few and far between.</p> <p>Start and finish times will be staggered to help limit the number of people on site at any one time (see times above). Teachers should make colleagues aware if they intend to take their class out of the classroom at any time other than agreed break and lunch slots and their PE session with Mr Pope. Staff will need to be conscious of others' timetables and likely movements.</p>	



	<ul style="list-style-type: none"> The order of entry and exit into all rooms used (including dining room) has been planned in order to avoid pupils and staff passing each other 		One ways systems will be in place within the school building (along the Gallery Corridor and through the Whisper Space). Interventions to take place in each classes pod.	
	Arrangements for collecting, passing on and returning shared resources and equipment is planned to prevent close contact.	Y	Yes – as per guidance. Limiting formal PE to Mr Pope only - will help to ensure that PE equipment is well controlled, kept clean and ready for use when needed. Carefully planned sequences of work will help to limit the amount of cleaning required as some equipment can be quarantined for 72 hours before it is used again. Class teachers will not be discouraged from taking their class outside for some physical exercise (HITT or running) but PE and sports equipment are not to be used. Social distancing will need to be maintained.	
	Larger spaces are not used by more than one group without partitioning in order to create physical separation.	Y	Yes. Larger spaces such as the lunch hall will be partitioned to create a physical separation between year group bubbles.	
Lifts	Lifts are not shared unless the person using the lift requires support and lifts are prioritised to those people who are not able to use the stairs	N/A		
	Posters have been used to encourage this where required	N/A		
	Hand sanitiser is provided for use before and after touching lift controls.	N/A		



Lockers	Locker allocation has taken account of the assigned groups so that groups are not compromised when they are being used.	N/A		
Bags and coats	Times of use are supervised and managed, particularly where arrival and leaving times cannot be staggered.	Y	All transitions into and out of class will be closely supervised. Pupils are not to return to class after break and lunch before the class teacher has come onto the playground to supervise entry in an orderly manner. Staff will manage the number of children accessing the cloakroom at any one time. Staggered arrivals should help with flow management as/when pupils arrive for school.	
	Where possible alternative areas have been allocated for cloak room use in order to prevent pupils gathering	Y	Class teachers to maximise classroom space and cloak room spaces to help prevent pupils from gathering. Pupils encouraged to only bring a coat and bag etc. when it is necessary. There are no additional areas not being used.	

Measures within the classroom

	<ul style="list-style-type: none"> Alternative larger spaces that are available such as gyms and halls are used to encourage social distancing where it is possible to Distancing is encouraged by removing unnecessary items, furniture and equipment to create more space to reconfigure desks Seats are forward facing 	Y	Measures have been taken within the classroom to make our setting as safe as possible, such as forward facing seats. School hall to be used specifically for PE and Tea Club purposes only. With the hall be spilt into 4	
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	<ul style="list-style-type: none"> The position of the teachers space/desk is considered as part of the configuration to support distancing from the class 		distinct bubble zones for the latter.	
	Where bags cannot be kept at desks/workspaces e.g. science lessons or DT lessons they are safely stored in a way that does not encourage congregating and touching each other's belongings e.g. use of lockers, bag hooks	Y	No bags to be kept at pupil's desks. Where possible each child is to not bring a school bag to school or at least encouraged to limit what they bring into school. Children's belongings are to be stored in each class's cloakroom and access to cloakrooms will be closely managed by staff.	
	<p>The teaching approach is modified where possible in order to:</p> <ul style="list-style-type: none"> Where age appropriate, keep a distance from children in the class including minimising going to pupil desks to check work or calling pupils up to the teachers desk Where close contact is needed, interact side to side with pupils and not face to face Not require pupils to share or swap resources, including no marking each others books Manage picking-up and dropping-off resources in a way that prevents passing them hand-to-hand 	Y	Yes – as per guidance. Teachers will be instructed to modify teaching/assessment approaches as much as is possible or as reasonably practical, to limit the amount of close contact and face to face support they give pupils.	
	The resources brought in from home by children is kept to a minimum e.g. lunch boxes, hats, coats, books, stationery and mobile phones. and these are not shared with the group.	Y	We encourage teachers to mark books at school and to make best use of other forms of feedback in addition to written marking as per our marking and feedback policy. Teachers marking children's books should clean their hands	



			<p>and the work area surface before and after marking.</p> <p>Pupils should not swap books to peer critique. Pupils can self - mark and teachers can make use of visualisers to do an in-depth critique with pupils.</p> <p>Pupils should only bring to school: lunch box, water bottle, reading book, planner and instrument if they have a lesson that day.</p> <p>All stationery will be provided.</p> <p>On the days pupils have PE they are to come to school in their kit. Which should be formal school PE kit. With plain joggers, school sweatshirt and trainers.</p>	
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Playgrounds

	Signage identifies the maximum number of users for equipment, distancing is encouraged for waiting and while using equipment	Y	Large play equipment out of use. Social distancing at break and lunch time will be difficult but we will encourage pupils to not play contact games or encroach on others personal space.	
	Equipment use is supervised, and time limited to enable other users to take their turn	Y	Each year group bubble to be provided with a box of small play equipment for lunchtime play outside. This will need to be collected in before the children return to class to stop the sharing of equipment across bubbles. All equipment will need to be regularly cleaned. Therefore it is	



			best to limit the amount of equipment on offer.	
	Seating has been removed or marked off to encourage distancing on individual items of equipment.	Y	Outdoor furniture will be limited to the use of each year group bubble. All shared furniture will be out of bounds/use for all children/staff.	
	A one-way system has been introduced around outdoor gym equipment and trim trails	N/A	Large playground equipment not in use.	
	Equipment that is positioned in close proximity to other equipment has been taken out of use or repositioned (considering general safety requirements)	N/A		
	Hand sanitiser stations are positioned near to equipment and users instructed to perform hand hygiene before and after use.	Y	Hand sanitiser stations are positioned strategically across the school. Children will be encouraged to sanitise their hands after finishing playing with any shared play equipment. Staff will need to supervise from a distance that this is used appropriately and is not misused.	
	Bins are installed to encourage use of tissues and appropriate disposal	Y	Lidded bins in each classrooms, supplemented by bins strategically placed around school site.	
	Time is allocated for play equipment for each group/bubble	N/A	No large playground equipment in use. Each year group bubble has access to their own playground equipment box.	
	Multiple groups do not use outdoor play equipment at the same time.	N/A	See above.	

Specialist curriculum considerations



All activities	<ul style="list-style-type: none"> The cleaning and disinfection requirements outlined in the supplementary cleaning information for Educational settings is applied for all equipment and touch points associated with specialist curriculum activities. 	Y	Cleaning and disinfection information shared with staff and applied to all equipment and touch points associated with specialist curriculum activities such as art, PE and music.	
Music, dance and drama – general principles	<ul style="list-style-type: none"> Care is taken to observe 2m social distancing, reducing the number of contacts and mixing as much as possible and activities are organised to support this The available space is considered, and group activity has been limited where necessary due to space available Staff will not carry out physical correction and avoid situations where distancing requirements cannot be followed <p>Drama activities are planned to map movements to ensure social distancing, including one way systems</p>	Y	<p>Small groups, spill around school site supports social distancing. Movements around site are mapped and monitored closely. To enable our music curriculum to be as broad and balanced as possible children will only be taught wind/brass instruments in smaller groups not exceeding 15. See peripatetic music session details above.</p> <p>Woodwind, brass and string sessions limited to a maximum of 15 pupils so that social distancing can be maintained in well ventilated spaces.</p> <p>Drumming sessions with Y3 to take place outside if possible or in well ventilated classroom with pupils positioned side by side. Shared instruments to be cleaned in-between use.</p> <p>If/when music teachers need to face the group they will aim to maintain a distance of 3 metres where possible.</p>	



	<ul style="list-style-type: none"> Background and accompanying music sound levels discourage raised voices 	Y	Staff aim to discourage raised voices inside classrooms.	
Handling items, equipment and instruments	Equipment sharing is avoided wherever it is possible including limiting handling music scores, parts and scripts by issuing them for individual use.	Y	The sharing of equipment and instruments is avoided where possible and limited to sharing in bubbles only with cleaning in between use.	
	Drop off points and transfer zones are provided where required.	Y	Routes in place to maintain the integrity of bubbles.	
	Where equipment is assigned to an individual for sole use, it is labelled to identify the user.	Y	Individual instruments are labelled for the sole use of the user/.	
	The use of costumes are avoided in drama	N/A		
	Hired equipment is cleaned before use and return and hire agreements agree responsibility for cleaning instruments and equipment	N/A		
	Consideration has been given to limiting the number of suppliers when hiring equipment.	N/A		
	Where items are sharing, cleaning, handling and passing arrangements for shared resources are followed (as detailed in this risk assessments).	Y	As outlined in risk assessment and staff guidance.	
	Hand hygiene is always followed before and after handling shared items	Y	Children use hand sanitiser before and after handling items/equipment.	
	Items and equipment are stored in a clean location when not in use	Y	Musical instruments are stored in a clean location when not in use. Instruments and equipment cleaned before and after use.	
Playing instruments and singing in small groups takes place outdoors where possible. Whether indoors or outdoors the measures below are also applied	Y	Where possible music session will take place outside or in a well ventilated space if this is not possible.		



<p>Music including singing, playing wind and brass instruments</p>	<ul style="list-style-type: none"> • Face to face positioning is avoided, giving preference to back to back or side to side positioning. • The numbers take account of ventilation requirements outlined in this risk assessment. • Where taking place indoors a room is used with as much space as possible, for example rooms with high ceilings to enable dilution of aerosol transmission. • Use microphones where possible to reduce the need to shout or sing loudly. Encourage children to sing quietly. • Microphones are not shared where possible. • Where they are, the cleaning and hygiene requirements for shared equipment are in place 	<p>Y</p>	<p>Face to face positioning is avoided during all music sessions. Spaces used for music lessons will be well ventilated if sessions cannot take place outside. Equipment is cleaned before and after use and Y5/Y6 pupils have their own instruments.</p>	
	<p>Wind and brass players are positioned so that air from their instrument does not blow into another player.</p>	<p>Y</p>	<p>When wind and/or brass instruments are played, pupils are positioned so that air from their instrument does not blow directly towards a peer or teacher.</p>	
	<ul style="list-style-type: none"> • Extending main groups outside of curriculum requirements is avoided where possible. • Where singing, wind and brass playing does take place in larger groups, significant space, natural airflow (at least 10l/s/person for all present, including audiences) and strict social distancing is maintained. 	<p>Y</p>	<p>Where larger music groups are formed, groups are kept to bubbles and a larger, well ventilated space is used. Currently not extending provision beyond music curriculum offer and have no intention of playing to any audiences.</p>	
<p>Individual lessons</p>	<p>Individual lessons apply all the controls outlined above as applicable including: Staffing principles detailed in this risk assessment Limiting shared equipment and cleaning requirements Maintaining social distancing where possible Avoiding physical correction</p>	<p>Y</p>	<p>Individual lessons subject to same risk assessment and guidance.</p>	



Physical activity	Specific arrangements for cohorting, distancing, hygiene and cleaning arrangements have been reviewed and are stringently applied as much as is possible for sports.	Y	Specific arrangements have been stringently applied to PE and sport at BVS. Lessons taught to year group bubbles separately. Equipment either quarantined or cleaned between uses. Plans adapted to make lessons as Covid secure as possible.	
	Team sports are only provided in line with the return to recreational team sport framework .	N	N/A currently no inter or intra sports events planned.	
	Outdoor space is maximised. Where it is not possible, e.g. due to inclement weather, the largest available, well ventilated spaces will be used.	Y	Where possible all PE sessions will take place outside. If inclement weather forces PE to move indoors Mr Pope will have priority access to the school hall (our largest/well ventilated indoor space). For the autumn term all formal PE lessons will be taught by Mr Pope only, but class teachers can (by prior arrangement) take their class outside for a fitness/exercise sessions.	
	The use of non-personal kit is avoided as much as possible, where it is used e.g. bibs kit will be carefully cleaned/launched between uses.	Y	Yes – pupils will wear their own school PE kit to school on the day they are scheduled to have PE. If pupils come to school without kit the school office will call home and ask for a PE kit to be delivered/changed into because we want to avoid pupils using/sharing non-personal kit.	



	<p>The means to collect, pass on and return shared resources and equipment to prevent close contact is arranged</p>	Y	<p>Shared resources and equipment to be kept to a minimum. Resources/equipment to never be shared directly across year group bubbles. Where possible adults will closely supervise the sharing and returning of equipment.</p>	
	<p>External facilities are used in line with Educational Visits arrangements.</p>	Y	<p>Yes – as per guidance. A specific risk assessment must be in place and shared with SLT before external facilities can be used/accessed. All external facilities need to be Covid secure. We do not envisage the use of any external facilities during the autumn term but are open to future educational visits being arranged in a Covid secure way.</p>	
	<p>The following advice has been referred to as part of the risk assessment process:</p> <ul style="list-style-type: none"> • guidance on the phased return of sport and recreation and guidance from Sport England for grassroots sport • advice from organisation such as the Association for Physical Education and the Youth Sport Trust 	Y	<p>Yes. PE subject lead and specialist PE HLTA to ensure that advice within this risk assessment and our PE risk assessment/plan is compliant with guidance from DfE and relevant associations.</p>	
	<p>The use of changing rooms and showering facilities are avoided as much as is possible. Where used:</p> <ul style="list-style-type: none"> • their use has been limited e.g. allowing PE kits to be worn on arrival and for the whole day, or part of the day after the lesson. • Social distancing is maintained in these facilities, including limiting the numbers in the space at any one 	N/A	<p>All pupils to come to school in their PE kit (with appropriate footwear) on the days they are scheduled to have PE so no need for changing.</p>	



	<p>time, the use of floor markings, planning movement around the space and cleaning arrangements.</p> <ul style="list-style-type: none"> Facilities will be used as quickly as possible 			
Swimming pools	<p>The COVID-19 Educational Settings – Swimming Pools risk assessment has been completed for school operated pools.</p>	Y	<p>School follows Swim England guidance and AHS swimming pool risk assessment. Changing facilities available but smaller group sizes enables social distancing. Maximum group size of 15.</p>	
Subjects involving practical activities	<ul style="list-style-type: none"> Practical's and experiments have been reviewed for appropriateness in order to keep pupils distanced from each other. Consideration has been given to how practical demonstrations will take place without the need for pupils to congregate at the front of the class e.g. technology will be utilised to project the demonstration onto a smart board or screen to aid visibility Where it is not safe to maintain social distancing such as D & T, smaller teaching groups will be employed. Where close contact activity is required this will be for the shortest duration that is safe and practical, the teacher will position themselves next to rather than in front of the pupil, all parties should undertake hand hygiene before (where practical and this doesn't delay safety) and after the interaction. Particular thought has been paid to the use of fume cupboards, Bunsen burners, sinks and other shared equipment/spaces to prevent close contact 	Y	<p>Subject leads to produce subject specific guidance about the use of practical resources within relevant subjects/topics. If teachers decide that practical demonstrations are required – teachers are to make use of technology to share demonstration on IWB with class to stop the need for pupils to congregate around the teacher at the front of the class.</p>	



	<p>CLEAPSS COVID-19 resources and advice are used as part of lesson planning and for room use, this includes:</p> <p>Guide to doing practical work in Science Guide for science departments returning to school after an extended period of closure Guide for managing practical work in non-lab environments Guidance for schools where pupils spend all day in a lab Guidance for schools where pupils spend all day in a D&T, food or art room Relevant primary schools guidance for example, Practical activities in a bubble</p>	Y	<p>DT, Science and Art leads to review guidance and disseminate best practice with colleagues.</p> <p>Subject leads to support teachers to review future units and adapt plans accordingly.</p>	
Supervised toothbrushing programmes	<p>COVID-19: guidance for supervised toothbrushing programmes in early years and school settings has been followed and procedure documented.</p>	N/A		
Autumn Examinations	<p>The requirements for autumn examinations have been implemented and the checklist completed</p>	N/A		

Educational visits

	<p>No overnight educational visits are carried out</p>	Y	<p>Yes – as per guidance. No planned overnight visits.</p>	
	<p>Outdoor spaces in the local area are used to support delivery of the curriculum</p>	Y	<p>Yes – following social distancing guidance. Teachers to follow usual risk assessment process but to be mindful of C-19 as an additional risk.</p>	
	<p>A risk assessment will be carried out for all educational visits and in addition to using Evolve:</p>	Y	<p>No educational visits to be planned for autumn term 1. This is to be reviewed for autumn term 2 onwards.</p>	



	<ul style="list-style-type: none"> • A check will be made to ensure that the venue or provider are COVID-Secure via a declaration or Good to Go accreditation • The venue will be requested to provide updated visitor information and briefings, including their COVID-19 arrangements • The setting will review the arrangements to ensure that they are appropriate applying the principles that are known in relation to infection control, specially: <ul style="list-style-type: none"> ○ Do they include measures relating to limiting contact between your group and other visitors? ○ Do they support you to maintain distances within your group? ○ Do they support good universal hygiene by visitors and staff e.g. hand washing/sanitisation stations? ○ Do their communications and instructions remind people of the symptoms and ask them to stay away if they should be isolating for any reason? ○ Are appropriate cleaning and disinfection arrangements in place? 		<p>Individual risks assessments to be carried out in the case of educational visitors coming onto site.</p> <p>All future venues and providers will need to be Covid secure in order for any trip or workshop to go ahead.</p> <p>As part of the risk assessment process teachers will be asked to evidence infection control measures.</p>	
	<p>The setting will arrange a pre-visit where necessary to ensure that visit leaders understand the arrangements and requirements for visiting groups.</p>	<p>N/A</p>	<p>No autumn term visits to be planned.</p> <p>Future trips will require teachers to participate in a pre-visit check to help evidence that the venue or provider is Covid secure.</p>	

Where a pupil attends more than one setting

	<p>Schools work together to ensure that the approach is consistent and does not compromise the group/bubble</p>	<p>N/A</p>		
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Extra-curricular provision and wrap around care



	<p>We have worked closely with external providers to ensure that children can be kept in a group from the same school bubble as much as is possible.</p>	N/A		
	<p>Pupils will keep within their main bubble where possible for the schools provision.</p>	Y	<p>Yes. Tea club provision will replicate year group bubbles to ensure integrity of our systems and procedures. Staff supervising pupils will follow risk assessment and staff guidance as they would in school.</p>	
	<p>The schools provision ensures that small consistent groups created are as follows:</p> <ul style="list-style-type: none"> • Keeping the groups to no more than 15 children with one or two staff members (group sizes are smaller than 15 children depending on factors such as age of the children in attendance, size of the premises or the type of activity). Social distancing will be maintained both within and between groups • Parents and carers are encouraged to limit the number of settings their child attends, ideally ensuring they only attend one setting consistently • Parents and carers are encouraged to attend clubs that are local to them and to walk or cycle to the club or activity • Where groupings cannot be consistent or static only outside provision is offered and the group limited to up to 6 people including staff members. • Records are maintained of all bubbles or groups for 21 days 	Y	<p>Parents and carers will be encouraged to limit the number of settings their child attends, ideally ensuring they only attend one setting consistently in addition to school. These clubs should be local to them, so that they can walk or cycle to the club or activity rather than take public transport or shared car journeys. Records are maintained of all bubbles/groups for 21 days to support test, track and trace requirements. Consideration is given to the types of activities organised within tea club so that activities are compliant with our control measures and guidance. The total number of people permitted to attend tea club will</p>	



			<p>be limited by the hall space available to enable social distancing both within and between groups.</p> <p>Cleaning, hand sanitisation and waste requirements at tea club will be the same as in school. Particular attention to be given to touch points and shared equipment.</p> <p>Access to and use of toilet facilities will be monitored to ensure children can only access shared toilet one at a time to avoid close contact between groups.</p> <p>Toilets will be designated to each year group.</p> <p>All children to wash their hands thoroughly.</p>	
	Where multiple groups of 15 use the same shared space, distancing is applied between groups and all measures in this risk assessment that are applicable are stringently applied.	Y	Yes. Where pupils from multiple bubbles are using a shared space distancing between group will be applied and all measures outlined in the risk assessment and staff guidance will be adhered to.	
	Activities are organised in line with all of the relevant requirements of this assessment and compliance code	Y	Yes – as per guidance.	

Measures for arriving and leaving

General principles	<ul style="list-style-type: none"> Particular attention has been given to how the first day of term will be organised with both new and existing 	Y	The beginning of the new school term will be staggered to help	
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	pupils supported to follow infection control requirements.		pupils return in a safe and organised manner. - Y3 transition day Friday 4th September - Y3/4 return to school Monday 7th September - All pupils to return to school. Guidance will be shared with pupils and parents prior to their return to school to make for as seamless a return as possible.	
	<ul style="list-style-type: none"> • Where possible, arrival and leaving times are staggered by adjusting the start and finish in order to keep groups apart and avoid rush hour • Where times cannot be altered, for example, due to reliance on public transport, plans are in place to prevent pupils from mixing at the setting 	Y	Start and finish times to be staggered for each year group bubble. See times above. Any pupils arriving late will be required to enter school via the school office so that they can be marked in.	
	There are hand sanitiser stations outside for pupil and visitor use	Y	Hand sanitiser stations positioned at the main school office entrance for visitors, staff, breakfast and tea club children and late pupils. Hand sanitiser stations in each classroom to be accessed on entry and exit.	
	The impact of bad weather has been considered where it might impact on the ability to follow outside queueing arrangements	Y	Yes. Parents advised to wear weather appropriate clothing and to bring an umbrella. Undercover area for Y3, 4 and 5. Expect most Y6 children to go home alone. Ongoing review of drop off and collection to include staff, parent and pupil feedback.	



	<p>Deliveries are managed to eliminate close contact e.g. having a pre-arranged drop off point, the delivery driver signing for you</p>	Y	<p>All deliveries to be dropped off in office foyer. Delivery drivers to be asked to sign on behalf of school admin staff. Reception closed except for essential visitors and deliveries. Admin/front of house staff to maintain 2 metre distance from all visitors. Floor markings and signage in place to restrict movement into office area. Glass screens to remain closed for the protection of office staff from parents, visitors, staff and pupils. Delivery arrangements in place. All food deliveries direct to kitchen. All builder deliveries direct to Ovamills compound. General deliveries to office foyer drop off area/box. Delivery drivers to sign for school staff.</p>	
<p>Parents and pupils – arriving and leaving the premises</p>	<p>All site movements will be supervised by staff members who will ensure that social distancing measures are being followed.</p>	Y	<p>All site movement will be supervised by school staff. Predominantly SLT/pastoral lead.</p>	
	<p>Parent/carer pick up and pick up protocols have been developed to minimise adult to adult contact and avoid gatherings.</p>	Y	<p>Drop off and collection protocols have been carefully considered to help minimise the number of people on site at any one time and to manage the flow of people on site at any one time. Parents will be asked to spend</p>	



			the minimum amount of time they can on site. All year group bubbles will have a 10 minute window in which to enter and exit the site. Parents will be encouraged not to gather on or off the school site.	
	Reception teachers will check with the parent and/or pupil about the pupil's health and ask them to wash their hands, on arrival in the building.	N/A		
	For all other years not including Reception class parents are expected to drop their child at the gates and a member of staff from the group will greet each child, ask them to wash their hands and check in with them to ensure they do not have symptoms.	Y	Parents will be expected to bring their child on to the school site at the allotted time for each year group bubble. Staff will greet each child, check on their wellbeing and supervise their journey to class. All parents and carers will be told not to bring their child to school if they are feeling unwell or showing any C-19 symptoms. At collection time parents will arrive at their allotted collection time follow and then make their way round to the classroom (socially distanced at all times). There they wait on allocated 'distance spots' for their child to be released. Parents then leave site before their collection window closes to enable the next year group bubbles collection window to open. To ensure there	



			are not large numbers of adults on the site at any one time.	
	Early Years classes will arrange for children to be dropped off and collected at the door/threshold of the setting where possible	N/A		
	Where parents/carers need to enter the setting only one parent will accompany their child	Y	Yes – as per guidance.	
Managing peak times	Additional entrances, such as fire exits and other direct class room exits are used and supervised to reduce gatherings at the setting entrance	Y	Single entry and exit points on to school site. Supervision of parents on to site at collection time will help to ensure gatherings do not occur outside the school gate, on the playground or at the classroom door. Parents/carers will be expected to respect the rights of others and our protocols.	
	Where alternative entrances cannot be provided, times have been staggered to prevent queuing where possible	Y	Arrival times have been staggered to help prevent queuing at the entry point. Floor markings will help adults to remain socially distanced.	
	Staff and school champions supervise at peak times.	Y	Arrival and collection times will be supervised closely by a team of staff. As will break and lunchtime (see rota/timetable). We will explore the possibility of pupil champions in the autumn term.	

Transport and travel

General	The setting has assessed that any additional vehicles and vehicle movements can be carried out safely (a vehicle movement assessment has been carried out where required)	Y	Vehicle movements can be carried out safely in conjunction with the school's wider reopening arrangements.	
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			Consideration has been given to likely (additional) construction traffic due to ongoing building works. Number of parents, pupils and visitors accessing the school via the car park/main entrance to be limited as a consequence.	
	Carers, parents and pupils are discouraged from social gatherings on the way to school and on school premises.	Y	Where possible clinically vulnerable parents will be encouraged to drop off and collect children from the office entrance (by prior arrangement and when proof of clinically vulnerable status is proven). Clinically vulnerable parents can also arrange for their children to be supervised to their car so that they do not have to leave their vehicle.	
Cycling	Pupils are instructed to use bike racks one at a time, additional bike racks are provided where required	Y	Pupils can scoot or cycle to school. Where possible we will encourage parents to take pupils scooters and bikes away with them, but bike and scooters can be stored at school. Bike/scooter storage will be supervised to ensure pupils/families do not gather/mix.	
Car journeys	Parents, staff and pupils have been advised not to gather in parking areas.	Y	Yes. Parents, staff and pupils will be encouraged to leave the site promptly and to not gather before and after school.	
	Parents and staff have been advised to follow government guidelines regarding who can travel together by car	Y	All parents and staff to be advised that only household	



			members should travel together in the same car as per guidance.	
On foot	Pupils and parents have been advised that it is preferable that members of the household should walk to the setting together where possible	Y	Families encouraged to walk/travel to school separately. Where families arrive at the same time social distancing must be maintained.	
	Pupils and parents have been advised that they should not walk together in large groups	Y	Large groups of pupils and parents will be discouraged. Where groups of parents and/or pupils are walking together or gathering outside of school this will be challenged.	
Public and school transport	Pupils, parents and staff have been advised not to use school transport if they have symptoms	Y	Yes – guidance to be shared with all relevant parties.	
	Pupils, parents and staff have been advised to wash their hands before and after using transport services	Y	Yes - as per guidance.	
	Pupils, parents and staff have been advised of the government advice to wear face coverings when travelling on public and school transport, unless it is not safe to do so	Y	All children aged 11 and over to wear compulsory face coverings if/when travelling on public transport.	
	Social distancing is applied as far as is possible in transport operated, managed or contracted by the setting by substituting smaller vehicles with larger ones or running additional vehicles.	Y	School to work closely with statutory transport providers to ensure they have adequate control measures in place. School to seek assurances that procedures in place are Covid secure and in-line with our control measures. No school trips or inter school matches planned for autumn term so no current need for use of ALF mini bus.	



	School groups/bubbles are maintained as far as is possible in school vehicles	N/A		
	Seats in school vehicles are cordoned off where needed to support passengers spreading out in the vehicle and not sitting face to face.	Y	See above.	
	Markings are provided where queuing is required for transport services on school premises	Y	See above.	
	Windows are opened during journeys where it is safe to do so	Y	See above.	
	Cleaning arrangements follow the COVID-19 cleaning and disinfection supplement – Educational Settings.	Y	Cleaning arrangements in school follows Covid-19 cleaning guidance submitted to educational settings. Norse cleaning company to take responsibility for staff training and risk assessment.	
	Staff do not transport a symptomatic pupil (unless specifically in relation to a residential setting)	Y	See above.	

Visitors (including familiarisation and parents evenings) and reception area

	The number of visitors is minimised as much as possible	Y	Visitors can only access school site by prior arrangement. The number of visitors will be kept to a minimum. Only essential visitors will be invited into school during autumn term 1. Where possible the garden room will be used as the main school venue for visitor meetings during the school day. Efforts will be made to separate all visitors from the main school, staff and pupils (if possible). Where possible, essential visitors	
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			will be encouraged to attend after the school day has ended.	
	Visitor times are planned and by appointment only	Y	All visits to be by appointment only. The reception is closed to unannounced visitors. This includes parent/carer meetings as well who will need to make appointments.	
	<p>Visitors are advised of the following in advance:</p> <ul style="list-style-type: none"> • Site rules, which entrances and exits to use, vehicle movement and parking • Specific arrangements such as areas of the premises that are and are not suitable for use • Action to take if they cannot keep away from others • To leave the setting immediately if they develop symptoms, not matter how mild. • How you will maintain social distancing during the visit 	Y	<p>A Covid-19 visitor guidance/info leaflet will be written and made available to all visitors alongside our safeguarding information leaflet for visitors. Visitors will be advised of:</p> <ul style="list-style-type: none"> -our expectations including SD -exit and entry points -emergency evacuation procedures -areas to access/out of bound areas -what to do if they develop symptoms whilst on site. <p>C-19 where possible should be shared with visitors prior to them attending.</p> <p>School to ensure visit venue is large enough and well ventilated enough for visit to take place safely.</p>	
	<p>On arrival visitors will be:</p> <ul style="list-style-type: none"> • Provided with relevant site information • Asked to perform hand hygiene • Asked to confirm that they do not have symptoms no matter how mild 	Y	All visitors required to sanitise their hands on arrival in addition to receiving key C-19 guidance/info leaflet. Visitors will need to	



			confirm they do not have any symptoms no matter how mild.	
	Visitors will use their own pen or will be provided with a pen that they take with them.	Y	Visitors should sign in with their own pen preferably. They will be asked to do so, should they not have their own pen they will be shown a box of shared pens they can use. All used pens should be taken away with the individual.	
	Records of visitors are maintained for contact tracing requirements (as described in management of cases guidance)	Y	Records of visitors are maintained for contract tracing purposes and are kept confidentially for 21 days.	
	The reception operates on a one in and one out basis	Y	One in and one out basis in office foyer area.	
	Where reception desks are open, staff maintain a 2 metre distance from visitors, (the use of floor markings may be considered useful). Where this is not possible screens have been installed to protect staff	Y	Reception closed except for essential visitors and deliveries. Admin/front of house staff to maintain 2 metre distance from all visitors. Floor markings and signage in place to restrict movement into office area. Glass screens to remain closed for the protection of office staff from parents, visitors, staff and pupils.	
	Arrangements are in place to receive general deliveries without close contact (including food deliveries which may be received at an alternative location)	Y	Delivery arrangements in place. All food deliveries direct to kitchen. All builder deliveries direct to Ovamills compound. General deliveries to office foyer drop off area/box. Delivery drivers to sign for school staff.	
Contractors	Where possible visits that are not essential to education and safeguarding happen out of hours.	Y	Where possible all none essential deliveries booked for out of	



			school hours. However, sometimes contractors do need to attend during the day. If this is the case they will follow visitor procedures and guidance.	
	Where visits cannot take place outside of school ours, e.g. because they cannot be rescheduled or are needed during the day, an assessment of how social distancing can be maintained must be carried out and agreed in advance.	Y	Staff arranging essential meetings in school, during the school day need to agree in advance where the meeting will take place and discuss how control measures can be implemented safely. SLT and office staff to be informed.	
Parents and carers (including parent evenings)	<ul style="list-style-type: none"> All meetings are carried out remotely where possible. Parents and carers should only attend the setting where they have a pre-arranged appointment Where possible, only one parent/carer attend. Visits are planned and organised to ensure distancing and hygiene measures can be maintained Information is provided in advance to ensure arrangements are communicated 	Y	The school office will not be open for routine matters and all enquiries will need to be made via telephone or email. No parents and carers permitted on to the school site (beyond dropping off or collecting) or into the school building without prior agreement. All visitors must enter school building via main office so that they can sign the visitor record for test, track and trace purposes and receive C-19 visitor guidance.	
Visiting professionals	The setting has arrangements in place to ensure that all visiting professionals follow the site rules including infection control arrangements.	Y	All visiting professionals are to adhere to site rules and control measures. Where possible, visiting professionals will be made aware of our protocols in advance of their visit.	



Pupil familiarisation visits	Visits are provided virtually where possible.	Y	Where possible visits are conducted virtually. School to create virtual open evening film and tour for prospective parents and carers. Short pupil updates will be sent home to parents and carers instead of the school hosting parent teacher consultations.
	The visitor arrangements in this section are applied where in person visits are planned.	Y	Although in person visits are discouraged they can be permitted. Where persons are visiting school in person school staff are to adhere closely to guidance and conduct any visits in as safe a way as possible for all persons.
	Visits will take place outside the school day where it is not detrimental to the purpose of the visit.	Y	Where possible visits to school will take place outside of the school day (where it is not to the detriment to the purpose of the visit).
	Visitor numbers are limited and appointments are staggered	Y	The number of visitors coming to school at any one time will be limited and will be staggered to keep the number of visitors on site at the same time as low as possible.
Pupil lesson attendance for familiarisation	Existing groups are extended to accommodate pupil lessons attendance and plans are in place that include: <ul style="list-style-type: none"> Limiting visiting pupils mixing between additional groups Limiting the number of different visiting pupils joining at the same time (with at least a 48 hour period between different pupils joining) 	Y	Pupils joining our school will have had to have at least a 48 period between leaving their previous setting and joining our school.



	<ul style="list-style-type: none"> • Avoiding compromising the existing social distancing arrangements within the class • The wider implications for increased general use of premises, for example, toilets and movement around premises) have been considered and controls implemented • Involvement of the pupil and their parents to understand the arrangements that are in place to reduce the risk. 			

Lunchtime and breaks

	<p>Lunch provision considers distancing requirements and avoiding group mixing and queues and is staggered where possible.</p>	<p>Y</p>	<p>Break and lunchtime staggered. Break 1: LKS2 Y3/Y4 Break 2: UKS2 Y5/Y6 Playground zoned to keep year group bubbles apart. 5 minute gaps in between breaks to enable staff to clear the playground before the next break. Y5/6 teachers to wait for radio confirmation before allowing their classes outside. Adults to supervise children to the correct area of the playground. Lunchtime 1: LKS2 eating inside, UKS2 playing outside 5 minute gap for changeover. Lunchtime 2: LKS2 playing outside, UKS2 eating inside. LKS2 staff to wait for radio confirmation before lettings pupils outside.</p>	
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	Consideration has been given to using other spaces for lunch, including classrooms and outside spaces.	Y	All pupils to eat packed lunches in their classroom. Lunch hall (separate zones) in use for hot dinners. Outside spaces zoned for year group bubbles to use separately.	
	Packed lunches are stored in the individual group classrooms rather than a central location to avoid group mixing	Y	School packed lunches/lunches to be delivered to classrooms. Packed lunches from home to be stored on lunch trolleys outside.	
	The use of pre-ordering and trolley services have been considered.	Y	Pre-ordered lunches to be delivered to classrooms on trolley service.	
	Where times of use cannot be staggered between groups, larger spaces have been partitioned.	Y	School hall portioned to allow space for two year group bubbles to eat in the school at the same time. Hall space cleaned between sittings. Hall doors and windows kept open to maintain good ventilation.	
	Tables and seating are moved apart and reflect the maximum capacity to allow social distancing within the group. Where furniture is fixed and cannot be moved space is created by taping off/taking out of use alternate seating.	Y	Tables and seating are spaced to allow for social distancing within group bubble.	
	Plans are in place for pupils and staff to access the facilities that are used during break times in a way that avoids group mixing	Y	Children will use their own classrooms, playgrounds and facilities at all times. Staff to share the staff room but encouraged to find alternatives where possible. Staff room reconfigured to discourage	



			gatherings and to support social distancing.	
Catering	Arrangements comply with guidance for food businesses on coronavirus (COVID-19) .	Y	Norse catering compliant.	
	Where catering services are contracted, the setting has ensured that the service is COVID-19 secure.	Y	Yes – as per guidance.	
	The way in which essential food deliveries are received are managed	Y	All food deliveries direct to the kitchen door.	
	Social distancing is employed at meal collection points (the use of floor tape to demarcate areas may be useful) where this is not possible screens are installed where required between pupils and serving staff	Y	Meals collected/delivered to classrooms. All meals packaged.	
	Additional meal collection points have been put in place to reduce queuing where necessary	N/A		
	Alternative payment methods are being used to eliminate cash handling	N/A	No payment taken in school. All payments via Parent Pay.	
	Tills are screened where still in use	Y	Screen in place at serving hatch to keep pupils and kitchen staff safe.	

Increasing ventilation

Using fans	Where fans are needed in offices, discussion has taken place with staff who use that space to agree terms of use.	Y	Yes. Fans to be only used if temperature is effecting staffs ability to do their jobs effectively and only on agreement of all staff.	
	Where fans are needed in classrooms and other educational areas, a decision for their use has been made by the Headteacher in conjunction with staff.	Y	In classrooms where doors and windows are open for ventilation fans are less likely to be needed across the autumn term.	
Ventilation	Windows and doors are open to increase ventilation where it is safe and appropriate	Y	Yes – as per guidance. Pupils may need to wear coats in class if/when it turns colder. If temperatures become too	



			uncomfortable for staff and pupils door can be closed and windows left open.	
	Where installed, the setup of air conditioning systems have been reviewed to maximise the intake of fresh air.	Y	Yes. Eco Classroom air conditioning systems are compliant.	
	Where systems serve multiple buildings or are fully recirculating, advice has been sought from HVAC engineers and this has been implemented.	N/A		
	Rooms and zones which do not have a direct supply of outside air are not used where they are needed for considerable lengths of time (longer than 30 minutes and use of these areas is limited to one person at a time where possible.	Y	SENDCo office space limited to one person at a time.	

Toilets and handwashing facilities

	Times of use are staggered where possible.	Y	Staff will monitor access to toilets to ensure cloakrooms do not become overcrowded.	
	Pupils have been informed of how to use facilities appropriately applying distancing requirements.	Y	Pupils will be informed as part of our Step Up September programme.	
	Hand dryers are efficient and effective in quick drying or have been replaced with more efficient dryers or paper towels	N	Blue paper hand towels in all toilets. Regularly replaced as part of daily premises routine/checks.	
	Consideration has been given to replacing traditional taps with easy operating lever taps	Y	Cost prohibitive so not an option.	

Meetings and events

Meetings	Where possible, meetings and events such as staff training are conducted remotely in order to reduce the risk associated with increasing contact	Y	Weekly staff meetings will be via Zoom. The vast majority of CPD, training sessions will be conducted remotely.	
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			Where meetings take place in school, meetings must be in well ventilated spaces and staff must keep a minimum of 2 metres apart at all times. CPD calendar for 20-21 to reflect school improvement needs but also C-19 control measures.	
	Meetings only take place in person where: <ul style="list-style-type: none"> • There is a need to be in person for safeguarding, well-being or statutory reasons or • Limitations of technology, poor or unstable signal 	Y	Meetings will only take place in person if they are for statutory or safeguarding purposes or if access to technology/internet is a hindrance.	
	The following measures have been implemented for in person meetings: <ul style="list-style-type: none"> • They are kept to the smallest number necessary to enable the meeting to take place, considering existing groupings • All other participants will connect to the meeting remotely. • The meeting will take place outdoors unless for reasons of confidentiality, need to use technology or equipment in a building or weather • Use separate spaces or rooms where possible to limit the number of people in the same area • Ensure 2 distance is maintained at all times, not sitting face to face • Paperwork is shared electronically where possible • Consideration is given to meeting etiquette to maintain distancing, e.g. when meeting indoors leave the room in single file starting with the person nearest the door first. • People do not shake hands. 	Y	Yes – as per guidance. Staff aware of school stance and guidance. Staff should only look to book external CPD if it can be provided remotely and they can be confident that its delivery online will not affect the effectiveness of the training.	



	<ul style="list-style-type: none"> • Participants practice good hand and respiratory hygiene before after and during the meeting. • Where held indoors they are held in well ventilated spaces. • All in person meetings are authorised by the Head teacher, who has satisfied themselves that all reasonable measure have been implemented. 			
Staff training	<p>The following additional measures have been implemented for staff training:</p> <ul style="list-style-type: none"> • Training is only delivered in person where it is critical to essential service delivery and practical aspects or practice exercises are required as part of the training. All other training is delivered online. • course content and delivery methods have been reviewed, group activities are not included, any close contact face to face tasks have been eliminated from the course where possible • Where close contact is needed e.g. restrictive physical intervention, staff will only undertake this practical activity with staff who are in their cohorted group where possible • Training protocols are provided, which includes checking in with participants each day on their arrival to ensure they do not have symptoms, information about actions to take if they become ill, universal hygiene expectations and how to move around the space, in and out of the room in order to maintain distances e.g. leaving in single file starting with the person nearest the door. • Everyone washes their hands, on arrival, prior to the commencement of training and at regular intervals during the day. • Training items are not shared between delegates, unless essential, for example, the practical use of 	Y	<p>Staff to be reminded of additional measures to be implemented for staff training as per guidance.</p> <p>Training will only be delivered in person if it is critical and cannot be done remotely practicably. Vast majority of training to be delivered remotely.</p> <p>Course content and delivery methods will be reviewed continually.</p> <p>Staff guidance will be provide protocols for staff to follow. Such as washing hands on arrival and at regular intervals.</p>	



	<p>equipment. Where equipment is shared, items are disinfected between users.</p> <ul style="list-style-type: none"> • Breaks are planned to avoid mixing with other site users and delegates bring their own food. Delegates spread out. 			
Staff rooms	Where available additional areas are used in order to avoid compromising cohorted staff groups.	Y	<p>In addition to reconfigured staffroom, staff have access to their own classrooms at break and lunchtime when pupils are outside, as well as an outdoor picnic area created for staff in the outdoor amphitheatre. Staff can use Garden Room garden.</p> <p>On wet play days staff can access the school hall providing they are socially distanced and tables and chairs are wiped down after use.</p> <p>All staff must take responsibility for cleaning touch points after use. I.e. kettles, fridges, microwaves etc.</p>	
	Times of use for staff breaks are staggered to prevent staff groups from mixing	Y	Staggered breaks in addition to break and lunch duties will help to reduce the number of staff taking their breaks at the same time.	
	Furniture has been arranged to encourage distancing and not sitting face to face	Y	Staff room furniture to be reconfigured further to stop staff sitting face to face.	
Events	Events other than those specified in the compliance code as being possible and legal will not be arranged	Y	20-21 calendar has been completed as usual, however only events that are specified in	



			the compliance code will go ahead. No events planned for autumn term 1.	
Parents evenings	Meetings are undertaken by telephone or internet.	Y	Parent evenings had been schedule for the autumn term, but parents and carers will be given a written update about how their child has settled this autumn term. Parents and carers will be given the option of a follow up phone call from their child's class teacher. This is in addition to teacher communication in September.	

Universal Hygiene Arrangements

Cleaning and disinfection

Cleaning	If a surface is visibly dirty it is always cleaned prior to disinfection. Even where you use a dual product as described in the compliance code.	Y	As per compliance code cleaning requirements, recommendations.	
	Different cleaning equipment is provided for kitchens, toilets, classrooms and office areas.	Y	Cleaning equipment to be provided for staff to use in addition to premises and Norse cleaning.	
	The setting has identified the specific cleaning methods for the items that require cleaning.	Y	Norse cleaning team to clean before and after school. ALF premises team to offer day time cleaning in addition to staff cleaning throughout the school day.	



	<p>All Staff who under take cleaning:</p> <ul style="list-style-type: none"> Will follow the instructions for cleaning products and disinfectants to ensure it is effective to ensure that all of the surface has disinfectant applied and not to wipe items dry before the required contact time has been achieved. Are provided with disinfectant wipes to enable them to clean and disinfect contact points in teaching spaces and equipment between mains groups using them. 	Y	<p>Disinfectant wipes provided in addition to blue towel and wipe-out spray.</p> <p>Staff using cleaning products and disinfectant should follow product instructions.</p> <p>Equipment, spaces, contact points and surfaces will be cleaned regularly/between uses.</p>	
	<p>The setting will continue with their enhanced cleaning and disinfection arrangements that have already been put in place, including:</p> <ul style="list-style-type: none"> Cleaning all touch points including those that are fixed to the premises (inside and out) twice a day as well as cleaning equipment, resources and surfaces in between use by each main group Secondary settings -, the frequency of cleaning hand contact surfaces is increased including the cleaning of shared equipment in between classes. Early years settings and settings where pupils may find it difficult to maintain personal hygiene – the frequency of cleaning hand contact surfaces is increased 	Y	<p>Cleaning will continue to focus on common touch points twice a day as well as cleaning equipment, resources and surfaces in between uses.</p>	
	<p>The COVID19 Educational Settings Cleaning and Disinfection supplementary information has been used to establish the requirements for educational resources and equipment</p>	Y	<p>C-19 Educational Cleaning and Disinfection info used to inform staff guidance/cleaning guidance.</p>	
	<p>A system has been put in place to store used equipment prior to cleaning in order to avoid inadvertent use between groups.</p>	Y	<p>Most cleaning to be done with disposable blue paper towel. Cleaning cloths to be rotated and washed.</p>	
Water coolers and drinking water	<p>Where water coolers and drinking water is provided from a shared source, use must be supervised and the outlet wiped by a staff member between filling receptacles in</p>	Y	<p>Children do not have access to water coolers. Water fountain for</p>	



	order reduce the risk of cross contamination between fillings.		pupils in the school hall is not to be used. Children asked to bring a full water bottle to school. If a refill is needed then staff will do this for the children. Shared water sources for staff need to be cleaned before and after use.	
Storage	Hand sanitiser that is not in use will be stored with other flammable cleaning equipment (please note: some types have an increased risk). This is particularly important where larger quantities are in storage	Y	Hand sanitiser and other cleaning equipment to be stored securely in cleaning cupboard.	
Tissues and waste from bins provided	<ul style="list-style-type: none"> Tissues are provided in classrooms and other areas to ensure good respiratory hygiene. Waste bins are provided in classroom and other key locations such as dining areas Bins are emptied regularly throughout the day Bins and tissues are provided in the same place Waste bags for tissues are double bagged for disposal 	Y	Tissues available in every classroom to help pupils catch it, bin it, kill it. Lidded bins in every classroom as well as in the staff room and school office. Tissues available to all staff and pupils. All bags containing soiled tissues or used PPE should be double bagged before being disposed of.	

Handwashing and respiratory hygiene arrangements

Handwashing	<p>Good hand hygiene is supported by:</p> <ul style="list-style-type: none"> Staff are ensuring that hand hygiene is carried out more frequently than normal (pupils and staff) following the requirements of <i>COVID-19 guidance for all education settings</i> and NHS guidance in an age appropriate way e.g. observing young pupils, instructing in the class 	Y	All hands are to washed/sanitised on arrival and before departure. Hand should be washed/sanitised before after pupils eat snacks and/or lunch. Additional handwashing times may be necessary beyond these times.	
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	<ul style="list-style-type: none"> • Event related prompts are given to pupils by staff.....<i>after</i>..... <i>before</i>.... <i>when</i> as a more effective means of promoting hand hygiene that fixed time prompts. • Supervision arrangements are in place to support pupils with handwashing where it is needed. • Skin friendly wipes such as baby wipes are provided as an alternative where children are not able to wash their hands due to age or health conditions. • Hand hygiene frequencies include: arrival, before and after eating, before and after breaks, going to the toilet, before leaving, after removing a face covering, after handling resources (including those taken home) and at other identified intervals determined by the setting in relation to the activities carried out. • Entrances are supervised on arrival in the morning to support hand sanitising on arrival. • Staff, pupils (and parents) are advised that handwashing must be carried out when they arrive at home 		<p>Teachers should aim for the children in their care to wash or sanitise their hands regularly throughout the school day. Pupils will be supervised to ensure that hands are cleaned properly. Pupils will be taught how to clean their hands properly and why it is important as part of Step Up September.</p> <p>Hand sanitiser points are available at each entrance, in corridors and office spaces. Some hand sanitiser stations are fixed to the wall and some are free standing. Staff/children need to wash their hands as soon as they arrive home from school.</p>	
	Hand washing is carried out using running water (static bowls are not used)	Y	Hand washing is carried out using running water.	
	Hand sanitiser points are provided at key locations around the site including: at all entrance doors to the setting, at the entrance to toilet facilities, at the entrance to dining facilities, at points of high contact such as near non-automatic doors in corridors, lifts and stairs, classrooms, office facilities etc.	Y	Hand sanitiser points are available at each entrance, in corridors and office spaces. Some hand sanitiser stations are fixed to the wall and some are free standing.	
	Consideration has been be given to outside points being provided in a manner that enables removal and	Y	Yes.	



	securing at the end of the day e.g. on tables/temporary or movable stands etc.			
	Hand sanitiser points have drip trays to deal with spillages and reduce the slip risk where applicable (such as those affixed to walls)	N	Foam hand sanitiser does not drip.	
	Hand sanitiser is stored appropriately and safely according to pupil age and individual risks. Where the provision of hand sanitiser points presents a risk of ingestion, this risk is managed through pupil supervision (contact will be made with Health, Safety and Well-Being where this is not possible)	Y	The majority of hand sanitiser stations in school are fixed to the wall. Staff will supervise use of free standing hand sanitiser if this is not the case.	
	All staff and pupils are regularly reminded about following Catch it, Kill it, Bin it requirements. Tissues and bins are provided for use and handwashing is carried out after.	Y	Yes as per staff guidance and Step Up September material.	
	Pupils and staff are aware of the need to avoid touching their eyes, nose or mouth if hands have not been washed.	Y	Yes – as per guidance for staff, pupils and parents.	
	Staff and pupils have been advised to avoid wearing rings (except for a plain band) in order to ensure thorough handwashing.	Y	Yes – as per staff and parent guidance	

Health Needs

Staff health

Individual assessment	All individuals requiring a specific risk assessment have been identified, risk assessments have been undertaken in line with <i>COVID-19 Your health and your safety when working in educational settings</i> and the template provided is used to record conversations and agreed control measures.	Y	All staff who have been shielding or working from home as part of agreed reasonable adjustments have been contacted as part of the risk assessment process. Individuals requiring an individual risk assessment will have one undertaken.	
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Wellbeing	Suitable supportive measures have been put in place for staff, for example, how to obtain well-being support	Y	Staff aware of Norfolk Support Line. Staff can accessing coaching support and wellbeing committee.	
	Where possible, flexible work practices have been put in place to promote a positive work-life balance for all staff.	Y	Yes.	
Symptoms	Staff will go home as soon as possible if they develop symptoms	Y	Yes – as per staff guidance. Any staff member who develops C-19 symptoms should leaving the school premises as soon as possible and organise a test.	
COVID Testing	Staff are encouraged to have testing when they or a member of their household develop symptoms, this will reduce the need to self-isolate in the event of a negative test.	Y	Staff have received a letter detailing how to get a test.	

Pupil Health and planned close contact activities

Symptoms	Pupils know what the main symptoms are and who to report to if they develop symptoms, no matter how mild	Y	Yes as part of Step Up September school/staff will make pupils aware of what the main C-19 symptoms are and who to report to if they feel they are developing them.	
	Staff check with pupils regarding symptoms on their arrival and remain vigilant for developing symptoms throughout the day	Y	Parents and carers are asked to ensure they do not send their children to school if they are poorly or have any symptom of C-19 no matter how mild. Teachers are to check in with pupils when they arrive to school that they are well and ready for the day ahead.	



	Arrangements are in place for the management of pupils who are not able to communicate their symptoms and staff are aware of these arrangements e.g. temperature checks	Y	For our youngest pupils or those who are unable to communicate their symptoms, school has access to a thermometer for temperature checks.	
Increased supportive measures for pupils/ psychological needs	The measures detailed in Guidance to Support Positive Behaviour have been implemented.	Y	Strong behaviour policy in place with C-19 amendments. Parents and pupils to be reminded of our behaviour expectations as part of our Step Up September programme.	
	Individual Support plans have been reviewed for pupils where required, for example for pupils who are: less able to report symptoms; cannot follow strict hygiene; display behaviours that are challenging to manage in the current context and require close contact tasks. Plans are agreed with staff (parent and pupil where required).	Y	Where applicable, individual support plans will be put in place for pupils who struggle to adhere to our C-19 systems and expectations or who may require positive handling. Early communication is key. Both between colleagues and between home and school. Plans to be agreed with staff, pupils and parents. Parents aware of school actions and possible sanctions.	
	Support plans include: <ul style="list-style-type: none"> • Specific cleaning and disinfection requirements such as changing beds and wheelchairs. • Ensuring that staff increase their level of self protection, • Ensure that the pupil washing their hands before and after where able to or use skin friendly handwipes before and after • Checking that the person does not have symptoms as detailed in the compliance code. 	Y	Care plans are in place for pupils requiring intimate or personal care. Staff member will check with parents about symptoms. Staff to wear PPE where necessary.	



	Staff are aware of the required infection control measures and understanding that the normal PPE that would have previously been used is still required.	Y	Yes – as per staff guidance. Staff know when PPE is or isn't required.	
Pupil well-being, mental health and behaviour	Arrangements are in place to ensure that mental health and well-being difficulties for pupils as a result of their experiences while staying at home. This may particularly be the case for vulnerable children, including those with a social worker and young carers.	Y	Yes. Pastoral lead in conjunction with class teachers has already conducted a pupil wellbeing audit. Pupils needs have been prioritised. Staff aware of pupils and families in need of support. Pastoral and SEMH team will supplement the work of class teachers who will deliver our Step Up September focus. Our pastoral/SEMH team will support our most vulnerable pupils and families so that teachers can focus on delivering quality first teaching as a priority.	
	Support will be provided for: pupils who need support to re-adjust to school, those who may be reluctant to return, those showing signs or more severe anxiety and depression.	Y	Step Up September will help pupils to adjust to school. Our pastoral and SEMH staff will support those who are finding it difficult to readjust and/or are showing signs of anxiety and depression.	
	The existing arrangements will be followed for supporting students who are distressed and where safeguarding issues come to light.	Y	DSLs available to support wider pastoral and SEMH teams. Robust safeguarding systems in place. Safeguarding/Keeping Children Safe INSET training to be delivered remotely in September.	



	Pupils are encouraged to understand that it is normal to experience different reactions and are encouraged to discuss their questions and concerns. It is important to contextualise these feelings as normal responses to an abnormal situation.	Y	Yes. As part of Step Up September work and ongoing PHSE.	
	Available resources are used to identify and support students and staff who exhibit signs of distress.	Y	Pastoral lead has already worked with teachers to conduct a wellbeing audit. School is aware of pupils who have found this period difficult or who have not engaged with remote learning. These children have been assessed. School has listed most vulnerable pupils in need or likely to be in need of additional pastoral/SEMH support. Pupils will be monitored closely as part of our Step Up September focus.	
	The training module on teaching about mental wellbeing , will be completed by those staff who require this.	Y	Pastoral lead to access this material and to disseminate an information they feel is relevant with colleagues.	
	Behaviour will be managed as it normally would in order to encourage universal hygiene and new safety arrangements.	Y	See behaviour policy and C-19 addendum.	

Communication and Involvement

General Arrangements

General Arrangements	Arrangements have been put in place to ensure communication and collaboration between pupils, staff, staff representatives (e.g. unions) and parents.	Y	Yes. General provisional plans shared with staff and parents. Risk assessment and Staff Guidance – Protocols and	
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	Communication routes are publicised and have been formally planned.		Procedures to be shared with staff and consulted on. RA and standard operating procedures will be modified as a consequence of staff feedback in preparation for having the final documents ready for ALF governors to ratify in mid-August. Risk assessment to be shared with wider school community and uploaded to school website. Staff issued detailed guidance and parents given detailed guidance in the build up to the beginning of term. Parents to have access to information videos via social media. Zoom briefings to be held for parents to ask questions and discuss our plans for reopening.	
	The template letter (Communicating arrangements with parents and parent engagement (primary and Early Years or Secondary Settings) has been completed and sent to all parents/Carers, where required the setting has added additional information that has been identified in this risk assessment.	Y	Parental guidance and a covering letter will be sent to all parents. This will include all the details in the template letter.	
	Parents have been communicated with regarding external wraparound care and extra-curricular providers, outlining the measures to look out for and the guidance for parents and carers has been shared to support their decision making	Y	Communication about external wraparound care and extra-curricular providers has been shared.	
Visitors	Information about visitor arrangements are displayed in a suitable place where necessary, including information about social distancing, hygiene and not attending the	Y	Visitor procedures/guidance either shared with visitors before or on arrival.	



	person has symptoms. Where possible this information is also shared on the setting website or directly with visitors in advance.			
Communicating safety arrangements	Site signage has been reviewed, referring to the following: temporary signs for outside space	Y	Temporary signage is in place. Social distancing marking in place. Entry and exits marked. One way system indicated by floor markings.	
	Site changes such as entrances and exits will be identified where required	Y	Entry and exit on to site has been identified and clearly signed. Parent and staff guidance informs school community of drop off and collection arrangements.	
	Communication will include the use of recommended information on notice boards and throughout the setting, for example, handwashing, key staff notices	Y	Communication will include recommended information.	
	The arrangements that have been put in place have considered additional and inclusive support measures where needed, for example, routes have been marked in braille or with other meaningful symbols.	Y	Currently no requirement for this.	
	Instructions have been given to all users of hand sanitiser to ensure that they allow it to dry before going near to ignition sources or touching any surfaces as well as How to hand rub.	Y	Yes – as per staff and parent guidance.	
	The COVID-19 Secure in 2020 notice is displayed to confirm that all required measures have been implemented.	Y	Covid – 19 Secure notice to be displayed in office foyer.	

Staff Instruction

All staff instruction	Staff have been instructed on the nature of COVID-19 and its transmission. The principles which are outlined in the compliance code and the local arrangements in place have been discussed with all staff and they have confirmed they understand the reason for the control	Y	Yes – as per staff guidance. Records of staff instruction/CPD relating to C-19 is to be stored as evidence in C-19 file.	
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	measures that are required. A record is maintained by the setting which details all of the specific areas of instruction and training that have been provided for all members of staff.			
	All staff have confirmed that they are confident in applying the control measures identified in this assessment.	Y	Staff currently unable to confirm that they are confident in applying the control measures outlined in this RA and in our standard operating procedures because staff are yet to be consulted.	
	Staff have received appropriate instructions in relation to the specific measures that have been put in place in the setting (as detailed in this assessment) prior to the recovery phase.	Y	Staff have received appropriate instruction about the school's control measures. This will be supplemented by further guidance and training.	
	Staff have been advised that there is no need for anything other than normal personal hygiene and washing of clothing following a day in school.	Y	Yes.	
	Staff have been involved in the practical implementation of this guidance (remotely where they are currently not in the setting).	Y	Staff to be consulted on RA and schools standard operating procedures (staff guidance). Both documents to underpin September INSET training and prep work for new school term.	
	Staff have been given the opportunity to discuss and resolve any concerns that they have (prior to opening and during school activities).	Y	All staff have been given and will continue to be given the opportunity to discuss any concerns they have about our plans, risk assessment and guidance.	
	Staff have received instruction in the actions to take if they or a member of their household develops symptoms, how	Y	Yes – staff are aware of how to get a test for themselves or a member of their household.	



	to arrange for testing and will share test results as soon as they are available.			
	Staff confirm they will follow instructions that they are provided as a result of being advised to isolate through tracing arrangements.	Y	Yes. As part of C-19 INSET material staff are to sign to say that they are aware of school RA and guidance and will follow it.	
	The setting has ensured that particular attention has been paid to new/inexperienced staff, trainees and those with additional significant role changes.	Y	NQT mentor and senior year group colleagues to provide ongoing support for AG.	

Behaviour policy

Reviewing current policy	The behaviour policy has been updated to reflect the new arrangements and site rules have been adapted to the circumstances as a result of this specific arrangements review.	Y	Behaviour policy has been reviewed and amended, as have site rules to take account of C-19. See behaviour addendum and emergency evacuation plan.	
	Arrangements are in place to ensure a consistent approach is applied where rules are broken as well as reinforcing positive behaviour.	Y	Normal behaviour procedures and policy still apply.	

Pupil involvement and communication

Championing COVID-19 measures	Pupil Social Distancing and Universal Hygiene Champions have been considered and appointed in order to promote and reinforce the requirements, supporting staff and peers in line with the guidance in <i>COVID-19 guidance for all education settings</i> .	N	Not until teachers are satisfied following Step Up September that children are able to perform this role effectively.	
	Pupils and staff have contributed towards how these new roles will support the schools aims	N/A		
	School champions understand the universal hygiene arrangements in the school, why they are important and how to promote them.	N/A		
Pupil information	All information is provided to pupils in an honest, age-appropriate manner.	Y	Step up September material to be shared with pupils at the	



			beginning of term and across the first few weeks of the autumn term.	
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Educational tools

Infection control education	Age appropriate education is used to encourage pupils to: <ul style="list-style-type: none"> become advocates for disease prevention and control at home, in school, and in their community by talking to others about how to prevent the spread. encourage pupils to follow social distancing, increased hand washing and information about developing symptoms of viruses 	Y	Step Up September will provide the children with age appropriate information about disease prevention at school and at home. As a consequence pupils should be better placed to help prevent spreading of the virus and to follow social distancing and hand/respiratory hygiene requirements.	
	The following resources are used where appropriate: <ul style="list-style-type: none"> e-Bug resources to teach pupils about hygiene. the Educational Settings poster the Coronavirus Toolkit for Professionals which contains campaign materials. 	Y	Yes. The following resources will be used as part of our Step Up September programme.	
	Additional information used to educate pupils is taken from trusted sources such as InfoSpace or Norfolk Schools (which both contain the same COVID-19 information) and Public Health England .	Y	Additional information, where appropriate and applicable will be shared/used to help educate our pupils. Teachers must ensure all material used is from trusted sources.	

Offices and other work spaces

	The following measures are applied where staff cannot work from home: <ul style="list-style-type: none"> Furniture has been rearranged/marked as not to be used to prevent face to face working and create separation to enable distancing of staff. Rooms are well ventilated (see section on ventilation) 	Y	Office/admin staff work at their own desks in a consistent team/bubble. Desks and equipment are cleaned at the start of each working day.	
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	<ul style="list-style-type: none"> • Staff are cohorted in consistent working groups • Unnecessary items have been removed to support effective cleaning of the area • Hot desking is avoided • desks near busy circulation spaces are not used • Shared equipment has been moved to reduce group mixing such as printer location 		<p>Staff have access to anti-bacterial wipes. Staff to wipe down shared equipment after each use.</p> <p>School staff must not enter the school office unless invited.</p> <p>Maximum number of people in the school office at any one time – 3.</p> <p>Non office staff should not use office equipment, phones or furniture without the knowledge of office staff.</p>	
	<p>The following measures are implemented where the above measures cannot be followed:</p> <ul style="list-style-type: none"> • additional work spaces are be allocated where possible • sharing of workspace is minimised and workspaces are thoroughly cleaned between users. • Consideration is given to individual risk assessments when considering who occupies different workspaces and shared facilities • Screens are installed as a last resort 	Y	<p>If needed, additional work spaces can be made available. Any shared working areas must be disinfected before and after use.</p>	

Planning for emergencies

Fire evacuation	Fire drills have resumed as normal	Y	<p>Yes – new emergency evacuation plan in place. Autumn 1 fire drill conducted successfully. Future fire drill practices planned.</p>	
	<p>Fire assembly points have been reviewed to ensure that pupils do not gather in groups, where required, separate assembly points have been introduced in order to prevent large gatherings in one place.</p>	Y	<p>Evacuation muster points located on the school field. Pupils to make their way, socially distanced to their muster point</p>	



	Fire drills that are carried out encourage social distancing.	Y	Where possible, teachers will try to ensure that their pupils exit the school building in an orderly manner with some social distancing.	
	Staff and pupils understand that in an emergency they must leave without delay	Y	Yes. Staff understand that in an emergency they must leave the school building without delay. Speedy evacuation takes precedent over C-19 control measures.	
First aid – all settings	Pupils with specific first aid requirements only attend where the appropriate first aid can be provided	Y	Yes.	
	Where staff hold a first aid certificate (paediatric, general or emergency first aid) that expired on or after 16 March 2020, and requalification cannot be accessed because of coronavirus, the setting has reviewed arrangements and is able to:	Y	Medical Needs Officer to check the expiry date of all first aiders certificates. We will endeavour to access virtual training for any staff member whose first aid certificate has expired.	
	Plans are in place to ensure requalification and normal cover can be resumed in line with the requirements outlined in the compliance code	Y	Plan are in place to ensure that all first aiders can access requalification at the earliest opportunity.	
	Staff who require refresher training use Basic First Aid Skills information and familiarised themselves with the relevant areas they may be required to use.	Y	Yes. Any staff requiring refresher training will access this basic first aid skills information. Medical Needs Officer to oversee.	
	To support social distancing, staff will instruct an injured person about what to do for minor injuries if it is age appropriate	Y	Yes. For minor first aid injuries staff are to direct the injured person about what to do for minor injuries in order to be able to maintain social distancing.	



	Where close contact is required the first aider uses PPE as outlined in Personal Protective Equipment Guidance	Y	Yes. First aid staff will have access to PPE for when it is required.	
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PPE and face coverings

PPE	Arrangements are in place to ensure that PPE guidance is applied in line with the circumstances that are outlined only.	Y	Yes. All staff issued with PPE guidance. All staff to have access to PPE.	
Face coverings	Pupils have been advised that it is mandatory to wear face coverings on public and school transport and where the exemptions to this apply	Y	This will be shared with parents, so we can be confident that any families using public transport will wear face coverings.	
	Where face coverings are worn to or in a setting, arrangements are in place to ensure they are used and stored in a hygienic way that does not increase the risk of transmission.	N/A		
	Where face coverings are required within the premises either due to local restrictions or by educational setting decision these requirements and information relation to hygiene measures have been clearly communicated to all concerned	N/A	Currently not applicable, but if face coverings where required within the grounds/premises due to either local restrictions or an Aylsham Learning Federation decision these requirements and information relating to correct hygiene measures will be communicated clearly with wider school community.	

Review of existing assessments

	The setting regularly reviews their arrangements in line with compliance code updates	Y	The school's risk assessment will be reviewed in accordance with compliance code updates.	
	Review arrangements ensure that the control measures are effective and working as planned.	Y	Control measures to be consistently reviewed as part of school SWOT analysis. Feedback	



			will go into first full review in October.	
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Any other actions that are not listed above

Assessor's Name: J Olney	Manager's Name: D Spalding
Position: Head of School	Position: Executive Headteacher
Signature: J Olney	Signature: D Spalding